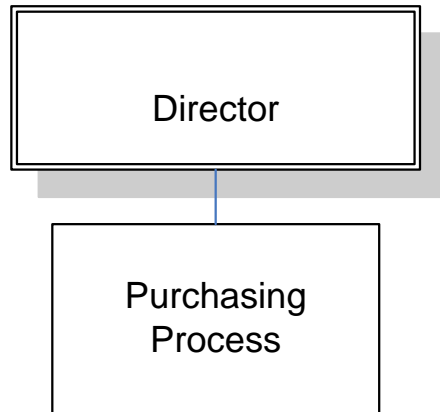




# Purchasing



## PURCHASING DEPARTMENT

### Department Mission

To provide the highest quality procurement services for the departments of the Louisville/Jefferson County Metro Government in an ethical, professional cost effective and customer friendly manner.

### Programs and Services

#### Purchasing

To procure equipment, supplies and services for Louisville Metro agencies by using a fair, open and competitive process that selects the lowest or best evaluated bid in a timely manner and to dispose of Metro surplus property appropriately.

### Goals & Indicators

- Goal:** Continue the use of Reverse Auctions to provide savings to Metro Government.  
Measurement: Number of auctions and dollar savings
- Goal:** Continue use of on line auctions of surplus items to generate revenue for Metro Government.  
Measurement: Revenue generated
- Goal:** Implement use of insurance tracking system for Metro annual contracts.  
Measurement: Implementation of system

**Purchasing Department****Budget Summary**

	Original Budget 2003-2004	Current Estimated 2003-2004	Mayor's Recommended 2004-2005	Council Approved 2004-2005
General Fund Appropriation	556,900	556,900	557,600	557,600
Total Revenues:	556,900	556,900	557,600	557,600
Personal Services	465,000	472,100	486,800	486,800
Contractual Services	84,200	78,100	59,800	59,800
Supplies	7,700	6,400	7,500	7,500
Equipment/Capital Outlay	0	0	3,500	3,500
Interdepartment Charges	0	300	0	0
Total Expenditures:	556,900	556,900	557,600	557,600
Expenditures By Activity				
Purchasing	556,900	556,900	557,600	557,600
Total Expenditures:	556,900	556,900	557,600	557,600

<b>Purchasing Department</b>		<b>Position Detail</b>	
		Mayor's Recommended FY2004-2005	Council Approved FY2004-2005
<b>Position Allocation (in Full-Time Equivalents)</b>			
Full-Time		<b>10</b>	<b>10</b>
Permanent Part-Time		<b>0</b>	<b>0</b>
Seasonal/Other		<b>0</b>	<b>0</b>
<b>Total Positions</b>		<b>10</b>	<b>10</b>
<b>PROGRAMS</b>			
<b><i>Purchasing</i></b>			
Full-Time		10	10
Permanent Part-Time		0	0
Seasonal/Other		0	0
<b>Total Positions</b>		<b>10</b>	<b>10</b>
<b>Title</b>			
Buyer I		1	1
Buyer II		4	4
Director of Purchasing		1	1
Management Assistant		1	1
Management Specialist		1	1
Purchasing Coordinator		1	1
Purchasing Support Technician		1	1